



CRUISING YACHT CLUB OF AUSTRALIA  
*Home of the Rolex Sydney Hobart Yacht Race*

## CONTRACTOR AGREEMENT & INDUCTION

### Introduction

The CYCA complies with the Workplace Health and Safety Act 2011 and the Protection of the Environment Operations Act 1997 to ensure the safety and well being of all employees, visitors, guests, contractors and for the protection of the environment. In support of this commitment, contractors conducting business at CYCA have an obligation to comply with CYCA policies and procedures. In this document we outline your responsibilities, obligations and rights. The facility is private property, and as such Management reserves the right to control who is welcome, and who is not.

This privilege is offered to reputable contractors and tenants who have accepted our conditions, and who will respect our facility.

### Registration

Once you are registered, we give you permission to enter our premises upon the conditions set out in this document.

#### Why:

With the current strict Environmental legislation, OH&S, Insurance and Liability issues, the Company is required to ensure that all contractors understand their rights and accept their responsibilities in these matters. Only legitimate businesses with adequate insurance cover are allowed the privilege to provide their services to our Members, at our facility. Furthermore, your services should be complimentary to the existing services on the marina and site.

#### When:

Once this document is read, understood, signed, and all required information is provided, you will be registered.

#### Who:

It is important that each employee of your business understands the registration procedure and acknowledges the conditions. We request that all contractors register with us prior job commencement, even if your services are arranged through our on-site tenants, or directly through the boat owner.



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### Duration:

Your registration with the CYCA will be valid for the duration of each financial year. It is important that you also provide us with updated insurance documents when applicable.

### Disclaimer:

The CYCA reserves the right, at its absolute discretion, to reject or withdraw the privilege of entry or provision of services from our facility from any person or company at any time.

## Required Insurance Information

The Contractor/tenant shall be liable for, and shall keep the CYCA indemnified against, any legal liability, loss, claim or proceedings for personal injury to or death of any person, or for injury or damage to property or for any penalties incurred as a result of any direct or indirect act of the Contractor/tenant or its employees, agents or subcontractors.

The marina requires contractors and tenants to provide the following Certificates of Currency (copies must be provided with your registration):

- **Public Liability Insurance** (minimum value AUD \$10 million dollar)
- **Ship Repairers Liability Insurance** (minimum value AUD \$20 million dollar)
- **Workers Compensation Insurance** (unless sole trader)

These requirements apply in full to all work done on boats on the water and hardstand, including detailing. Contractors will not be allowed to commence work on boats until such time as the necessary certificates are provided.



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Site induction:

Marina layout



LEGEND

- DCP Extinguisher
- Fire Hose Reel
- Fire Hydrant Valve
- Life Ring
- First Aid Equipment
- Automated External Defibrillator
- M.O.B. Ladder

# MARINA BERTHING PLAN



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## Health & Safety:

Contractors and Tenants are required to ensure that they are physically fit and capable of undertaking the work for which they have been contracted.

### Accidents and Incidents

Any accident or incident that results in property damage or injury, or in environmental harm, or threatens environmental harm, must be reported immediately to a CYCA Operations Manager.

Any person requiring first aid treatment is to contact either the Marina Administrator or a CYCA Staff member.

### Job Safety Analysis (JSA's)

The contractor is required to provide a risk assessment (Job Safety Analysis or Safe Work Method Statement) prior commencing any job that involves a certain risk to marina property, vessels, or the environment. Including hot works and spray painting. JSA forms are available at the marina office.

### Compressed Air / Cylinders

Safety valves are to be utilised in the use of compressed air. Cylinders are to be stored and used in a secure and upright position. All air-lines are to be securely joined to prevent separation during operation.

### Confined space entry

A Confined Spaces Entry Permit must be issued to the contractor/tenant by the Marina prior to entering a confined space, along with a risk assessment / SWMS and confined space training evidence.

### Diving work

All diving work MUST be approved by the Operations Manager. All divers are to be appropriately certified.

### Electrical

Electricity and water are a lethal combination. All electrical equipment must be recently tested (expiry in twelve months) and tagged before being used at the CYCA. On arrival on site, or during your work at the CYCA your electrical equipment may be inspected by a CYCA representative.

Extra care must be exercised during and immediately following periods of rainfall.



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Electrical leads must be switched off at the point of power supply and removed when not in use. Extension leads must be kept as short as possible and must be located and protected in such a manner as to prevent damage from vehicular traffic, hot equipment and the water. Use of safety switches for all portable equipment is mandatory. Taped joints, double adapters and piggyback plugs are not to be used.

If electrocution occurs DO NOT TOUCH the victim unless you have been able to turn off the power supply. Call "000" and notify marina staff.

### Fuel

Where petrol or diesel powered equipment is used on site, fuel must be stored in satisfactory safety containers. Contractors are to ensure that adequate ventilation is provided when using petrol or diesel powered equipment and that sufficient non-smoking signs are displayed.

### Fire hoses

Fire hoses are not to be used for any purpose other than for the fighting of fires. This is an authority requirement.

### Hazardous substances

A Material Safety Data Sheet (MSDS) for all hazardous substances must be available upon request by a CYCA representative. All users must be familiar with and understand the first aid and control measures required.

### Hot Work / Welding

Adequate fire protection must be provided. A suitable fire extinguisher must be securely attached to each electric or oxyacetylene or Oxy-LPG welding plant brought on site. Welding operations must be screened to protect all personnel against flashes. All gas cylinders, including propane, must be restrained i.e. in a trolley. A Hot Work Permit must be completed prior to any indoors welding commencing. Flash-back arrestors must also be fitted to each hose end.

### Machine guarding

No machinery, hand tool or other equipment is to be operated without effective guards.

### Personal protective equipment and clothing

Appropriate personal protective equipment and clothing, including shoes, must be worn at all times.



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### Working at heights

Work platforms must be fitted with suitable edge protection (including top and mid rails) and comply with the WHS Regulations and relevant Standards.

Platform ladders are to be used in preference to stepladders.

Ladders must be labelled as industrially rated and (minimum 120 kgs).

Single and extension ladders are to be tied-off at the top and secured on even ground at the bottom. No one is permitted to work from the top step of a ladder including freestanding industrial ladders.

Three (3) points of contact must be maintained at all times whilst on a single or extension ladder.

Ladders are not be used as a work platform (with the exception of platform ladders).

Safety harnesses must be worn and properly secured at heights greater than 2 meters and when using elevating work platforms (EWPs).

## Environmental considerations:

### General

Any work undertaken on CYCA Premises that could result in a pollution incident must be safeguarded against. This may require the pre-deployment of floating booms or drop sheets. Any contractor/tenant found in breach of environmental legislative requirements will be suspended from the marina immediately. Any penalties incurred by the marina as a result of a contractor's or tenants breach of Environmental Legislation will be recovered from the relevant party. It is the contractor's/tenants responsibility to determine whether or not the activities that they are to undertake on the marina could result in a pollution incident. If any doubt exists, consult with the Operations Manager before commencing your work.

### Mechanical repairs and engine servicing

Any mechanical repairs and / or engine servicing are to be conducted in such a manner as to prevent any oil or waste oil products from entering the vessel's bilge or from being spilled into the water.

### Noise and fumes

All operations and activities occurring on the premises must be conducted in such a manner that will not cause offensive noise or fumes.

### Painting and Antifouling work

Only work of a minor nature is to take place on vessels in wet berths. Major sanding, scraping and painting are not permitted at the CYCA. All residue from such



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operations is to be disposed of correctly, in accordance with Environmental Legislation. Under no circumstances is residue to be placed in the Marinas waste bins, unless prior approval has been gained from the Operations Manager.

Any paint or anti-fouling spillages on a hardstand area or marina pontoon are to be wiped up. Spillages are not to be hosed down. The use of a drop sheet is mandatory.

Spillages occurring at the CYCA are to be contained and cleaned up immediately.

#### Re-fuelling activities

Re-fuelling of vessels is not permitted.

#### Washing of boats

When contractors are washing and cleaning boats, care is to be taken to minimise the amount of run off that goes into the water. Only appropriate bio-degradable detergents are to be used. The use of a trigger nozzle device on the hose to prevent excess water being wasted is recommended.

Any water restrictions require strict adherence from the contractor/tenant.

#### Waste

No waste must be allowed to enter the water. Waste includes, but is not limited to, paint, varnish, wood and fibreglass dust, oil or oil based products and oily bilge water. Waste bins are located around the marina. We expect contractors to recycle waste where appropriate (paper and cardboard, glass, and general waste).

Oil, oil products and drained oil filters, scrap metal (including anodes), batteries, acids and all other harmful waste generated by the contractor is to be taken off-site by the contractor.

### General:

#### Damage

Marina property damaged by a contractor/tenant will be repaired at the relevant party's expense.

#### Discipline

The CYCA reserves the right to refuse access to any contractor/tenant.

#### Dress and conduct

CYCA reserves the right to ask contractors/tenants to wear clothing that is in keeping with safety requirements and standards appropriate to the overall presentation of the marina.



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Contractors & tenants must at all times conduct themselves in a manner acceptable to the CYCA. Loud, coarse or abusive language will not be tolerated.

### Housekeeping

Work areas must be kept clean and tidy with prompt removal of all garbage. Oily rags, and any flammable material residue are to be disposed of correctly. They are not to be placed in the marina's rubbish bins. The marina structure and walkways are always to be kept clear. It is the responsibility of the contractor/tenant to remove all rubbish unless otherwise agreed with the Operations Manager.

### Hoses

Water hoses located on the marina berths belong to marina customers. They are not for general or contractor use. If you require the use of a hose, please bring your own. If in doubt, contact a CYCA staff member.

### Courtesy trolleys

Are provided for the convenience of boat owners only and are not to be used for any work related business under any circumstances.

### Marina operating times

The Marinas operating hours are 7:30am to 6:00pm, 7 days a week. Any work undertaken by contractors & tenants outside these times is to be by prior arrangement only.

### Power supply

Under no circumstances is a contractor/tenant to unplug any other vessel's power supply to operate power tools or accessories.

### Smoking

Contractors/tenants are to ensure that 'no smoking' restrictions at designated areas are observed.

### Workshop

The CYCA workshops are restricted areas and are not for contractors/tenants use. It is CYCA policy that tools and equipment will not be lent or hired out.

### Alcohol

Consumption of alcohol by contractors/tenants or staff is only permitted once the work has been completed, all tools have been packed up and boat keys (if applicable) have been returned to the owner, tenants or the marina office.



## Contractor activities

Contractors and tenants are only to carry out activities they are lawfully able to perform in NSW.

## Contractors declaration

I hereby apply for registration as an approved contractor/tenant at the Cruising Yacht Club of Australia.

I acknowledge receiving and understanding the CYCA Terms & Conditions regarding Health, Safety and Environmental Requirements, along with the Terms and Conditions associated with Lifting, Hardstand & Marina services. I hereby agree to abide by them and the terms and conditions of this Contractor Agreement & Induction.

I declare the information that I have provided is accurate and true.

I further agree to ensure that all my employees, agents or sub-contractors are fully aware of these requirements and obligations and shall abide by them at all times.

**For Office use only:**

Contractor's/Tenants Insurance details:

**a. PUBLIC LIABILITY** current copy on file

Insurance Company .....

Policy Number .....

Expiry Date .....

Value .....

**Notes:** *(list any discussions, warnings / reminders and follow-up conversation if insurance details are incomplete)*

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